

EMPLOYMENT OPPORTUNITY

1. RPA #	4149-GCC
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Associate Management Auditor	3. POSITION NUMBER 293-400-4159-006	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF CA Gambling Control Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$4467	
8. SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Dr. Suite 100 Sacramento, CA 95833 Susie Hernandez	10. WORKING HOURS MON - FRI, DAYS - 08:00 - 05:00		TO \$5431	
	11. PUBLIC PHONE NUMBER (916) 274-0688			
	12. CALNET NUMBER		14. FILE BY June 13, 2007	

The California Gambling Control Commission is a fairly small agency anticipating substantial growth in the near future. Employment with the Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and ****FREE PARKING****.

****WILL ALSO CONSIDER FILLING AT THE STAFF SERVICES MANAGEMENT AUDITOR LEVEL****

JOB DESCRIPTION:

Assists in the development and implementation of various audit programs and procedures. Conducts field audits or reviews of Indian casinos and cardrooms. Reviews annual audit reports and financial statements submitted by cardrooms and tribal gaming agencies.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Compliance activities take place at headquarters, in cardrooms, and at Indian casinos on sovereign land. Some audit procedures may require availability during irregular hours. Audits of casinos are conducted on sovereign Indian land where smoking may be permitted. Travel varies, but is required, and may be up to 85% of the time.

DESIRABLE QUALIFICATIONS:

Auditing and accounting background, education, and experience. Experience developing audit programs and procedures. Strong analytical skills. Ability to manage multiple priorities/projects. Ability to establish and maintain effective working relationships. Excellent communication skills (verbal/written). Willingness to travel out of town overnight. Experience with Microsoft Excel and Word.

SELECTION CRITERIA:

Current State employees with status in the Staff Services Management Auditor or Associate Management Auditor classifications or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to those classes may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.

